

**TOWN OF STONINGTON POLICE DEPARTMENT  
POSITION VACANCY  
RECORDS' CLERK**

**Full-time, non-exempt union position, 35 hrs/week w/benefits. Starting salary \$23.19/hour**

Under the supervision of the Police Support Supervisor, the Records' Clerk conducts operations in the records room and assists other records room personnel with the proper dissemination, storage, and destruction of police records. Records clerks shall be familiar with the various State laws, including Freedom of Information laws, as well as the Rules and Regulations of the Stonington Police Department that deal with records related issues. He/she is further required to ethically and legally perform a wide variety of duties in a diligent, dependable, honest, and competent manner that communicates respect, loyalty and honesty within the Stonington Police Department and the public for which he/she serves.

A criminal record check and valid Motor Vehicle Operator's License are required. The Town of Stonington conducts a urinalysis drug test as part of the hiring process. The urinalysis drug test will be performed using a reliable methodology. The results of any such test shall be confidential and shall not be disclosed by the employer or its employees to any person other than any such employee to whom such disclosure is necessary; the results shall be maintained along with other employee medical records.

**APPLICATION PROCESS:**

Please go to the Town of Stonington web site to review the complete job description:

<https://www.stonington-ct.gov/administrative-services/pages/employment-opportunities>

A resume and letter of interest MUST be submitted in one the of 3 ways listed below:

**EMAILED to [Jobs@stonington-ct.gov](mailto:Jobs@stonington-ct.gov) – with a PDF attachment and the subject line should read "Records Clerk"**

**MAILED to Administrative Services Department, Stonington Town Hall, 152 Elm Street, Stonington, CT 06378**

**HAND DELIVERED to Administrative Services Department, Stonington Town Hall, 152 Elm Street, Stonington, CT**

**All resumes must be submitted no later than 3:30 pm on FRIDAY, MARCH 11, 2022**